

VACANCY ANNOUNCEMENT

U. S. Court of Appeals for the Ninth Circuit

JUDICIAL ASSISTANT

to the Honorable Carlos T. Bea, U.S. Circuit Judge
San Francisco, CA

Position Open Until Filled
Start Date: Immediately

JSP Grade 11: Up to \$77,271 annually, depending on salary and qualifications

ABOUT THE COURT

A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Ninth Circuit Court of Appeals serves the western United States, including Hawaii, Guam and Alaska. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. For more information about the federal court system, please visit: <http://www.uscourts.gov>

POSITION OVERVIEW

Judge Bea's chambers are located in San Francisco. The judicial assistant will be responsible for providing administrative and secretarial support with regard to the Judge's judicial and administrative responsibilities.

REPRESENTATIVE DUTIES

- Provide support to the Judge, the law clerks, and other court personnel as required, including scheduling work flow, typing, copying, filing, supply requisition and equipment maintenance.
- Manage case flow by tracking pending cases in court database. Prepare weekly status report on pending and en banc review process cases.
- Prepare correspondence, legal documents and other materials. Package materials for hearings outside San Francisco.
- Answer telephones, screen calls and provide callers with information.
- Receive and assist official visitors. Provide support for social occasions; make coffee, oversee kitchen, and monitor supplies needs.
- Serve as a liaison to all other court support units on behalf of the Judge.
- Make travel arrangements and prepare expense reports for Judge, clerks and staff.

REQUIREMENTS

- Minimum of eight years of secretarial or executive assistant experience, six of which must include progressively responsible experience with law-related matters
- Ability to type neatly and accurately at 75 wpm; proficient in WordPerfect 10
- Excellent command of English grammar
- Case management experience
- Demonstrated organizational and record-keeping ability; extensive experience preparing itineraries and expense reports
- High school graduate; college degree preferred
- Shorthand ability and experience

DESIRED QUALIFICATIONS

- Paralegal training or legal editing experience
- Proficiency with databases and Westlaw
- Knowledge and understanding of the operations of the federal court system
- Excellent communication and interpersonal skills (i.e., graciousness, collegiality, etc.)
- Consummate professionalism, discretion and integrity

BENEFITS

Employees of the Court are at-will employees and are not covered by civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees, including:

- Coverage under a federal pension plan
- Employer-matching thrift savings plan (similar to a 401K)
- Optional enrollment in:
 - Health insurance program with a government contribution
 - Life insurance program with a government contribution
 - Flexible spending program (put away money pre-tax to offset health care premiums, health care expenses, dependent care expenses and commuting expenses)
 - Long-term disability insurance
 - Long-term care insurance (available to employees and eligible family members)
- Direct deposit is required

APPLICATION INSTRUCTIONS

Please email your resume and references, along with a cover letter describing specifically how you meet the qualifications to: hr@ca9.uscourts.gov Enter **JA-BEA06** in the Subject line.

The U.S. Court of Appeals is an Equal Opportunity Employer.